

# CenturyLink Teachers and Technology Grants Program

2014-15



Administered by the  
Idaho State Department of  
Education

# CENTURYLINK TEACHERS AND TECHNOLOGY GRANTS PROGRAM COMPETITIVE SUB-GRANT PROPOSAL ASSURANCE SHEET

Project Title: \_\_\_\_\_ Amount of Request: \$ \_\_\_\_\_

Name of Certificated Teacher (or "lead teacher" if more than one): \_\_\_\_\_

Name of School currently teaching at: \_\_\_\_\_

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

Total number of teachers involved (if more than one): \_\_\_\_\_ Grade level(s) impacted: \_\_\_\_\_

Please list other teachers involved if this is a team application: \_\_\_\_\_

\_\_\_\_\_

Content area(s) impacted: \_\_\_\_\_

**I certify that if I receive a CenturyLink Teachers and Technology Program Grant –**

- 1. I agree to create a 5-minute video highlighting my project for the purposes of sharing best practices with other Idaho PreK-12 teachers.**
- 2. I agree to do one presentation on my project to other Idaho PreK-12 teachers before December 31, 2015 (by 5 pm MST).**
- 3. I agree to submit an electronic report to the Idaho State Department of Education on or before December 31, 2015.**

SUPERINTENDENT NAME (PRINT)	E-MAIL	TELEPHONE
SIGNATURE		
PRINCIPAL NAME (PRINT)	E-MAIL	TELEPHONE
SIGNATURE		
TEACHER OR LEAD TEACHER NAME (PRINT)	E-MAIL	TELEPHONE
SIGNATURE		
TECHNOLOGY DIRECTOR (PRINT)	E-MAIL	TELEPHONE
SIGNATURE		

## **CenturyLink Teachers and Technology Grants Program Applicant certification**

As an applicant for a CenturyLink Teachers and Technology Grant, you are required to certify the following statements. Please ensure that you work with the necessary individuals within your school or district to ensure that the following statements are accurate.

1. 1. After reasonable investigation (such as conferring with the school's network administrator), the applicant does not anticipate that the proposal, if selected for award, would significantly increase the school's network capacity needs.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1. 2. The applicant is not involved in any procurement decisions regarding the purchase of the school's telecommunications and internet services, including its participation, if any, in the E-Rate program.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1. 3. The applicant confirms that receiving this grant will have no impact on and will not be considered in E-rate procurement decisions for their school or school district.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Applicant's Name (please print): \_\_\_\_\_

City and State: \_\_\_\_\_

School Name: \_\_\_\_\_

School District: \_\_\_\_\_

# CENTURYLINK TEACHERS AND TECHNOLOGY GRANTS PROGRAM COMPETITIVE SUB-GRANT PROPOSAL

## INTRODUCTION

The CenturyLink Teachers and Technology Program is dedicated to making a difference in the lives of people in the areas they serve. For the past 9 years, CenturyLink has partnered with the Idaho State Department of Education to fund projects that use technology in innovative ways in the classroom. The Foundation also strives to expand or enhance that classroom experience.

This year, the CenturyLink Teachers and Technology Grants Program has allocated \$30,000 to the Idaho State Department of Education. These funds will be used to fund projects submitted by Idaho PreK-12 public and private school classroom educators that teach within communities served by CenturyLink. The qualifying communities are below:

American Falls, Bancroft,	Hammett, Hansen,	Plymouth, Nez Perce,
Bellevue, Blackfoot, Bliss,	Hazelton, Heyburn, Idaho	North Fork, Notus, Picabo,
Boise, Bruneau, Burley,	City, Idaho Falls, Inkom,	Payette, Placerville,
Buhl, Caldwell, Castleford,	Jerome, Kamiah,	Pocatello, Preston,
Cottonwood, Craigmont,	Ketchum, Kimberly,	Rexburg, Richfield, Riddle,
Culdesac, Declo, Dayton,	Kooskia, Kuna, Lapwai,	Rigby, Ririe, Riverside,
Dietrich, Downey, Eagle,	Lava Hot Springs,	Roberts, Salmon, Shelley,
Eden, Emmett, Franklin,	Leadore, Lewiston,	Shoshone, Soda Springs,
Firth, Glens Ferry,	Lewisville, McCammon,	Star, Sugar City, Sun
Gooding, Grace,	Menan, Melba, Meridian,	Valley, Thatcher, Twin
Grandview, Grangeville,	Middleton, Montpelier,	Falls, Weiser, Wendell and
Grasmere, Greenleaf,	Mountain Home, Murphy,	Winchester
Hagerman, Hailey,	Murtaugh, Nampa, New	

The educators must demonstrate innovative uses of technology in the classroom. Innovation can be described as putting insight into practice and having it useful to others. Innovation involves acting on creative ideas to make an incremental, radical, or revolutionary change in a product, process, or organization.

Grant proposals may be written for up to \$5,000. These funds may be used to purchase supplies, materials, software, and/or hardware for use in the classroom. Purchases made by this grant are in the stewardship of the teacher and become the property of the school should the teacher leave the school. These funds may not be used for salaries or stipends.

## GRANT PURPOSE

1. To help Idaho PreK-12 public and private school teachers who bring technology into their classrooms in innovative ways that improve student performance.
2. Increase the use of technology in the classroom by sharing proven methods of how teachers are using technology to improve student performance.

3. Grants are to be utilized by teachers to benefit the students in their classrooms.

## TIMELINES

- Application window: October 1 – January 2, 2015
- Application due date: **January 2, 2015 (by 5 pm MST)** - Sub-grant proposals submitted via email. Proposals submitted after that date and time will not be considered.
- Proposals are judged and scored: **January to March 2015**
- Awards announced and presented after April 1, 2015
- Final Reports & Video are due by winners: **December 31, 2015**

## ELIGIBILITY

Certificated public and private PreK-12 school teachers that teach in a community that is served by CenturyLink are eligible to apply. The education entity must be within the CenturyLink service area listed above. Only one proposal per teacher is permitted, but teacher teams are encouraged to apply under one (1) application.

\*\*\*Teachers who have been awarded this grant in the past three (3) year are NOT eligible to apply this year. This includes years 2011-12, 2012-13, and 2013-14.

CenturyLink service is neither required nor considered in review of applications.

## AWARD PROCESS

The CenturyLink Teachers and Technology Grants program require that grants be awarded through competitive proposals. All proposals will be read and judged by a statewide committee made up of representatives of Idaho PreK-12 public and private school teachers, business leaders, a CenturyLink representative and district administrators. This panel will determine which proposals best meet the funding criteria using the rubric and scoring sheet included in this proposal package. The Idaho State Department of Education will notify ALL applicants of their status via email no later than May 2015.

- ❖ Only one (1) PDF file per teacher applicant will be accepted, including the Assurance Sheet.
- ❖ Only one file per team teacher applicants.
- ❖ Multiple applications for different teachers will not be considered for the grant.

## FORMAT AND LAYOUT

- Proposals must reflect the following format and layout criteria. Proposals may not be reviewed if format and layout are not followed.
- NEW REQUIREMENT – The application needs to have all personal information and references excluded from the grant proposal. This includes, but not limited to teacher names, name of school, name of district, name of staff members, city, mascot, etc. Generic names can be used in the place. For example, “lead teacher,” “principal,” and “home school.” Please contact me if there are any questions regarding this requirement. This excludes the cover sheet where the specific names of the team are required. The

cover sheet will be filed but excluded from the review team.

- The application will be disqualified if identifying information is included in areas other than the cover sheet.
- Each application will be assigned a number or code to be cross-referenced after scoring is completed.
- Section header: Each section must be clearly labeled with the appropriate section header (i.e. Current Innovation, Project Narrative, etc.). Please see example below.
- Narrative pages: Narratives and descriptions listed above may be in portrait orientation with 1" margins, single-spaced, and 10-point Arial. All pages must be numbered.
- Budget spreadsheet format: Maximum of one page, 1" margins, 10-point Arial. Budget spreadsheets must include column and row totals, as well as grand totals. All pages must be numbered.
- Naming convention: The following naming convention must be applied to:
  - Name of File attachments
  - Subject line of email
  - NO Footers...only page number
    - Please see example below

**Teacher Name (first initial, last name)\_SchoolName\_DistrictName**

**Example: tlawrence\_ABCElementary\_Idaho.pdf**

## GRANT RECIPIENT REQUIREMENTS

Teachers who are awarded a CenturyLink Teachers and Technology Grant must do the following before December 31, 2015:

- Create a 5-10 minute video. This video should briefly explain the project, portray its impact on the classroom, show how to use the technology, and instruct other teachers on how to integrate this technology. The video snippet will be posted on the Idaho State Department of Education web site as well as distributed to Idaho PreK-12 teachers.
- Present the project to other PreK-12 or pre-service teachers. Project presentations can be conducted at regional or national conferences, local or state in-services, or in pre-service settings such as in Ed-tech courses offered at colleges or universities. The presentation should cover an explanation of the project, the impact on classroom instruction, lessons learned, and best practices.
- Submit an online report to the Idaho State Department of Education. This report asks for details on the expenditure of funds, a brief narrative describing the implementation of the project, as well as an accounting of the presentation to other Idaho PreK-12 teachers.

## CENTURYLINK TEACHERS AND TECHNOLOGY GRANTS SUB-GRANT PROPOSAL CHECKLIST

Certificated PreK-12 public and private school teachers that teach in a community that is served by CenturyLink may apply for one grant and must complete all items of the following checklist:

\*\*\*Please make sure all identifying information including school, staff, district, city, mascot

and teacher names are excluded from the grant proposal. Applications that include this information will be disqualified.

- **CURRENT INNOVATION** (max 1 page)
  - Write a narrative describing the innovative projects you are currently doing in the classroom - as it relates to the project - that improves student performance.
- **PROJECT NARRATIVE** (max 2 pages)
  - Write a narrative that proposes your project and describes how you will extend classroom innovation through the use of technology to improve student performance. Address the following:
    - Project description
    - Project team members (may include other teachers, administrators, staff, etc.)
    - Feasibility
    - Sustainability
    - School/District support
    - Anticipated outcomes/impact
- **PROJECT SCOPE AND SEQUENCE** (max 1 page)
  - Write a narrative detailing your project's scope and sequence as it relates to the project.
- **BUDGET NARRATIVE** (max 1 page)
  - Write a budget narrative that explains your purchases.
- **BUDGET SPREADSHEET** (max 1 page)
  - Create a proposed budget spreadsheet (see example attached to this package)
- **FORMAT AND LAYOUT**
  - All proposals need to meet all criteria in the "Format and layout" section. Proposals may not be reviewed if format and layout are not followed.
- **SUBMITTIAL**
  - Send digital copy of your proposal (PDF format) by deadline (by 5 pm MST) via e-mail to:
    - Todd Lawrence | [tlawrence@sde.idaho.gov](mailto:tlawrence@sde.idaho.gov) | 208.332.6959
    - You will receive a confirmation email from Todd Lawrence once your application is received.
  - Faxes cannot be accepted.

## CENTURYLINK TEACHERS AND TECHNOLOGY GRANTS PROGRAM EXAMPLE BUDGET SPREADSHEET

Activity	Materials and Supplies	Capital Objects	Quantity	Price per unit	Sub Total
Video editing		Desktop PC	1	600	600
Video editing	Video editing software		1	100	100
Video capture		Digital Video Camera	2	400	800
Video capture		Tripod	2	100	200
Media storage		External hard drive	1	210	210
Voiceover		Microphone	2	300	600
Presentation storage	DVD-R spindle (100)		1	30	30
Production	Rechargeable batteries		2	10	20
Delivery	Shipping & handling				200
Student presentation		Digital projector	1	1,740	1,740
Student presentation	Replacement bulbs		1	500	500
				GRAND TOTAL:	5,000

## CENTURYLINK TEACHERS AND TECHNOLOGY GRANTS PROGRAM SUB-GRANT PROPOSAL SCORING RUBRIC

Current Innovation (10 points)		
<input type="checkbox"/> Clearly describes innovative practices taking place in the classroom <input type="checkbox"/> Relates current classroom innovation to project <input type="checkbox"/> Shows how innovation improves student performance		
Ineffective (0-2)	Somewhat effective (3-6)	Highly effective (7-10)
The proposal does not address or indirectly addresses current innovation in the classroom.	The narrative describes current innovation in the classroom, but does not relate it to the project and/or student performance. The innovative practices are generally tied to the project and/or student performance	The narrative clearly describes current innovative practices as it relates to the project and shows how this innovation improves student performance.

Project Narrative (10 points)		
<input type="checkbox"/> Extends or increases classroom innovation through the use of technology <input type="checkbox"/> Clearly describes the project <input type="checkbox"/> Identifies team members and how they relate to the project (other teachers, administrators, school or district staff, etc.) <input type="checkbox"/> The feasibility and sustainability of the project is apparent <input type="checkbox"/> Establishes reasonable school/district support <input type="checkbox"/> Portrays anticipated outcomes/impacts of the project		
Ineffective (0-2)	Somewhat effective (3-6)	Highly effective (7-10)



The project does not extend or increase classroom innovation. The reader is unclear as to what the project is about or will accomplish. Team members are not identified or referenced. The project does not seem feasible or sustainable. Little or no school/district support is established. Anticipated outcomes/impacts are missing or vaguely stated.	The narrative attempts to portray increased innovation through the use of technology, but lacks clarity. The reader vaguely understands what the project is about. Team members are identified, but their roles and responsibilities are unclear. Questions arise as to the project's feasibility and sustainability. The project generally describes school/district support. Anticipated student outcomes/impacts are generally referenced.	The project clearly extends or increases classroom innovation through the use of technology. The reader clearly understands what the project is all about. Team members are identified and their roles/responsibilities are clearly understood. The project is obviously feasible and sustainable. The project has the full support of the school/district. Anticipated student outcomes/impacts are clearly identified.
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<b>Scope and Sequence (10 points)</b>		
<input type="checkbox"/> Project proposal defines a clear implementation plan <input type="checkbox"/> Plan includes clear objectives, milestones, tasks, action items, etc. <input type="checkbox"/> Evaluation strategy/plan		
<b>Ineffective (0-2)</b>	<b>Somewhat effective (3-6)</b>	<b>Highly effective (7-10)</b>
The project proposal does not clearly define an implementation plan. Objectives, milestones, tasks, action items, etc. are unclear. Evaluation plan is not clearly stated or does not align with project goals and objectives.	The proposal includes a plan, but is vague. Objectives, milestones, tasks, action items, etc. are stated, but needs clarification. Evaluation strategy/plan is included, but needs stronger alignment with project goals and objectives.	The project defines a clear implementation plan. It also includes clear objectives, milestones, tasks, action items, etc. The evaluation strategy/plan is strongly aligned with project goals and objectives.

<b>Budget (10 points)</b>		
<input type="checkbox"/> Is the budget narrative specific to the items requested and how they will be used to ensure a successful project? <input type="checkbox"/> Does it include how the project will be funded, if not fully funded by this grant?		
<b>Ineffective (0-2)</b>	<b>Somewhat effective (3-6)</b>	<b>Highly effective (7-10)</b>
The budget proposal does not clearly define an implementation plan. Objectives, milestones, tasks, action items, etc. are unclear. Budget plan is not clearly stated or does not align with project goals and objectives.	The budget proposal includes a plan, but is vague. Objectives, milestones, tasks, action items, etc. are stated, but needs clarification. Budget strategy/plan is included, but needs stronger alignment with project goals and objectives.	The budget proposal defines a clear implementation plan. It also includes clear objectives, milestones, tasks, action items, etc. The budget strategy/plan is strongly aligned with project goals and objectives.

<b>Format and Layout (5 points)</b>		
<input type="checkbox"/> Are all sections labeled with a Section Header? <input type="checkbox"/> Do Abstract and Narrative pages follow all format criteria? (May be in portrait orientation, 1" margins, single-spaced, 10-point Arial) <input type="checkbox"/> Are all pages numbered? <input type="checkbox"/> Does the Budget spreadsheet follow all format criteria? (Maximum of one page, 1" margins, 10-point Arial) <input type="checkbox"/> Does the Budget spreadsheet include column and row totals, as well as grand totals?		
<b>Ineffective (0-1)</b>	<b>Somewhat effective (2-3)</b>	<b>Highly effective (4-5)</b>